

## **Social Security Online Accounting and Reporting System (SSOARS)**

- **Name of project**

Social Security Online Accounting and Reporting System

- **Unique project identifier**

016-00-01-01-01-2015-00

- **Privacy Impact Assessment (PIA) Contact**

Associate Commissioner  
Office of Budget, Finance, and Management  
Office of Financial Policy and Operations  
Social Security Administration  
6401 Security Boulevard  
Baltimore, MD 21235

- **System background description or purpose**

The Social Security Online Accounting and Reporting System (SSOARS) is a Social Security Administration (SSA) certified and accredited Major Application consisting of several sub-systems and applications associated with recording, classifying, and summarizing information on SSA's financial position and operations. This system allows us to maintain the administrative financial records, which include, but are not limited to, the following:

- commitments, e.g., pre-awards for contracts;
- obligations, e.g., vouchers for reimbursement of travel and other expenditures, while on official business;
- receivables, e.g., collection and summary level payment information pertaining to overpayments and delinquent grants; and
- payables, e.g., vouchers for reimbursement of travel and other expenditures, while on official business.

We collect this information to ensure the agency and individuals (i.e., agency employees, contractors, and members of the public) receive accurate payments or benefits and we maintain this information, in accordance with records schedules approved by the National Archives and Records Administration.

We generally disclose information only as necessary to process payments to individuals owed monies by SSA, to collect payment from individuals who owe monies to SSA, or as authorized by Federal law. Furthermore, we may also share information with agencies and organizations with whom we have standing agreements for data sharing, including for computer matching purposes.

SSOARS consists of the following subsystems and their corresponding technologies:

Subsystem Name:	Summary of Subsystem Function:
Administration Payments Information Network (APINET)	APINET provides Intranet access to the status of administrative payment information processed through SSOARS.
Acquisition Planning and Reporting System (APRS)	APRS tracks the Information Technology Systems (ITS) budget.  APRS was previously known as the “Automated Procurement Requisition System.”
Cost Analysis System (CAS)	CAS is a computer-based system that tracks workload, work year, administrative cost, and related data for SSA and its major component organizations.
Social Security Online Accounting and Reporting System (SSOARS)	SSA’s core accounting system utilizing Oracle Federal Financials commercial off-the-shelf software to record, classify, and summarize information. SSOARS includes the Financial Information System (SSOARS FIS), SSOARS Service-Oriented Architecture (Web Services), and Business Intelligence.
Security Electronic Remittance System (SERS)	SERS is a streamlined process to enter and manage orders, create transactional documents and process payments using a credit card swipe machine and check scanning device to collect standardized fees and programmatic debts.
SSA’s Streamlined Acquisition System (SSASy)	SSASy is SSA’s contract writing system utilizing Unison PRISM commercial off-the-shelf software.  The PRISM application can support the entire acquisition lifecycle, from acquisition planning through contract closeout.
Third Party Payment System (TPPS)	TPPS is a system to create and track paper checks and initiates Electronic Funds Transfer (EFT) payments. Drafts and EFTs are issued to vendors for goods and services, and to SSA employees for reimbursement of payments. Drafts are issued to title II and XVI beneficiaries for Programmatic Emergency Advance and Immediate Payments.

- **Describe the administrative and technological controls that we have in place to secure the information we collect.**

We completed authentication and security risk analyses on SSOARS. The security risk analyses include an evaluation of security and audit controls proven effective in protecting the information collected, stored, processed, and transmitted by this information system. These include technical, management, and operational controls that permit access to those users who have an official “need to know.” Audit mechanisms are in place to record sensitive transactions as an additional measure to protect information from unauthorized disclosure or modification.

SSA mandates annual privacy and information security awareness training, role-based training for personnel performing roles with significant privacy and cybersecurity responsibilities, and the reporting and retaining of completed training.

Additionally, all staff who have access to our information systems that maintain personal information must sign a sanctions document annually that acknowledges penalties for unauthorized access to, or disclosure of such information.

- **Describe the impact on an individual's privacy rights.**

We collect information when we have specific legal authority to do so in order to administer our responsibilities under the Social Security Act. When we collect personal information from individuals, we advise them of our legal authority for requesting the information, the purposes for which we will use and disclose the information, and the consequences of their not providing any or all of the requested information. The individuals can then make an informed decision as to whether or not they want to provide the information.

- **Do we afford individuals an opportunity to consent to only particular uses of the information?**

When we collect information from individuals, we advise them of the purposes for which we will use the information. We further advise them that we will disclose this information without their prior written consent only when we have specific legal authority to do so (e.g., the Privacy Act).

- **Does the collection of this information require a new system of records under the Privacy Act (5 U.S.C. § 552a) or an alteration to an existing system of records?**

No, we have an established system of records, Social Security Online Accounting and Reporting System (60-0231), that governs the information we collect, use, and maintain in SSOARS.

**PIA CONDUCTED BY PRIVACY OFFICER, SSA:**



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Matthew D. Ramsey  
Executive Director  
Office of Privacy and Disclosure

May 15, 2020  
DATE

**PIA REVIEWED BY SENIOR AGENCY PRIVACY OFFICIAL, SSA:**



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Royce Min  
General Counsel  
Senior Agency Official for Privacy

May 19, 2020

DATE